



Policy No. 413

## Parliamentary Procedures

Adopted: March 18, 1999

Consistent with the provisions of the Council Charter, the Council shall have written parliamentary procedures (Chapter, p.9)

For the orderly conduct of meetings, the Council Chair should assure that certain minimum procedures are observed as the following chart outlines.

To do this:	You Say this:	May You Interrupt Speaker?	Must You be Seconded?	Is the Motion Debatable ?	Is the Motion Amendable ?	What vote is Required?
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote required
Amend a motion	"I move that his motion be amended by..."	No	Yes	Yes	Yes	Majority vote required
End debate	"I move to end debate..."	No	Yes	Yes	Yes	Two-thirds vote required
Suspend further consideration of something	"I move we table it."	No	Yes	No	No	Majority vote required
Ask for a vote by actual count to verify a voice count	"I call for a vote count"	No	No	No	No	No vote required unless someone objects
Adjourn the meeting (before all business is complete)	"I move that we adjourn."	No	Yes	No	No	Majority vote required

The following chart outlines other procedures, which a member may choose to use:

To Do This:	You Say:	May You Interrupt Speaker?	Must You be Seconded?	Is the Motion Debatable ?	Is the Motion Amendable ?	What Vote is Required?
Recess the meeting	"I move that we recess until..."	No	Yes	No	Yes	Majority vote required
Complain about noise, room temperature, lack of order etc.	"Point of privilege"	Yes	No	No	No	No vote required
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Two-thirds vote required
Have something studied further	"I move we refer this matter to a committee."	No	Yes	Yes	Yes	Majority vote required
Object to procedure or to a personal affront	"Point of order."	Yes	No	No	No	No vote needed, chair decides
Request information	"Point of information."	Yes, if urgent	No	No	No	No vote required
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	Yes	No	No	No	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	No	Yes	No	No	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Yes, if original motion is debatable	No	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	Two-thirds vote required